

MADERA COUNTY
PLANNING TECHNICIAN

DEFINITION

Under general supervision, to prepare charts, diagrams, and maps for illustration in planning studies; to assist the public in completing applications for permits; to perform preliminary technical reviews of applications and site plans; to assist with preparation of planning reports and zoning enforcement; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Answers public questions regarding zoning, land use, and planning ordinances; assists the public with the completion of applications; logs, reviews, and receipts completed applications; looks-up current planning and zoning designations on planning area maps; performs preliminary reviews of applications for compliance with requisite ordinances; prepares public hearing notices; prepares files for public hearings; prepares maps depicting projects for public hearings; prepares display maps for the Planning Commission and Board of Supervisors; drafts new maps depicting rezoning and general plan amendments; reviews building permits for compliance with requisite ordinances and issues addresses for projects in subdivisions; answers correspondence regarding land use and zoning; updates planning area maps to reflect new land divisions; breaks down project files; maintains history book for zoning permits and architectural reviews; assists with zoning enforcement, planning studies, and special projects, as assigned; may prepare project files for Conditional Use Permits, Variances, or Rezonings and prepare staff reports as necessary.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic principles, practices, and trends of public planning.
Zoning and planning ordinances and regulations enforced by the County.
Nomenclature, symbols, methods, techniques, and equipment used in mapping and drafting.
Graphic illustration and presentation techniques.
Permit application procedures and review processes.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Learn the policies, procedures, and functions of the Madera County Planning Department.

Learn to read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Prepare drafting presentations of data, plans, and maps.

Provide interpretations of planning and zoning ordinances and conditions.

Explain planning policies, zoning ordinances, and land use regulations to the public.

Review permit application for completeness and conformity with requisite ordinances.

Assist with the enforcement of zoning and land use ordinances.

Assist with the preparation of planning studies and reports.

Maintain a variety of records and files.

Tactfully and courteously represent the Planning Department in contacts with the public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of increasingly responsible experience in performing technical planning assistance assignments.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in technical planning.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995